

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES
COORDINATORS OF MAINTENANCE AND CUSTODIAL SERVICES

1. Position Summary

Under the direction of the Director of Operations, the Coordinators work to ensure that all school division property is maintained in a manner which provides a safe, clean, and secure environment for learning, teaching and community use.

2. Duties

a. Management of Custodial Services

- Assist principals in their management of school based custodial staff to ensure that division schools provide clean, safe, and comfortable learning environments.
- Convene regular meetings of custodial staff for the purpose of ongoing community and development.
- Assist principals in the allocation of custodial workloads.
- Ensure custodians are properly equipped with all necessary cleaning supplies and equipment including personal protective equipment.
- Review, respond and advise on all custodial requisitions.
- Ensure cleaning chemicals are WHIMIS regulated.
- Allocate replacement staff for daily absences, vacations and long term leave.
- Attend meetings including Team Leader, Health and Safety and Performance Improvement.
- Provide on-call services to all division buildings on a rotational basis.

b. Management of Trades and Utility Services

- Supervises all maintenance personnel and approves vacation, sick leave, leave of absence and overtime requests.
- Provide opportunity for training.

- Allocate maintenance work requisitions and assist maintenance personnel in planning, prioritizing and completing their work with attention to productivity and quality.
- Assist with the maintenance and safety of all mechanical/electrical equipment.
- Where required, oversee expenditures, invoices and building costs.
- Where required, obtain licenses, permits, safety certificates and reports required by government, etc.
- Respond to all emergencies.

c. Staffing- General

- Recommend hiring, suspension, and/or dismissal of Maintenance and Custodial staff, conduct interviews, prepare job bulletins and coordinate staff changes and/or transfers.
- Coordinate the development and implementation of training for all Maintenance and Custodial personnel.
- Maintain all records for vacations, sick leave, hours of work, overtime, etc. and provide authorization of all leaves.
- Provide ongoing support, coaching and supervision to ensure quality standards of custodial and maintenance services.
- Liaise with union regularly.
- Liaise with Principals regularly.
- Assist Transportation Department when required.
- Manage summer students including the Grounds Crew, Urban Green Team and student custodial assistants.
- Schedule security personnel and deals with problems such as people in unauthorized areas of the school and drinking and loitering on premises.
- Implement return-to-work and duty to accommodate programs.

d. Operations and Maintenance

- Ensures the electrical and mechanical systems are working properly and assigns maintenance staff to repair or obtain quotations and oversees the work done by contractors.
- Maintains both fire and burglar systems.
- Ensures WHMIS requirements for product labelling and MSDS binders are up-to-date.
- Ensures maintenance personnel follow divisional safe work procedures.
- Responds to all inspection reports issued by the fire department, boiler inspector and Workplace Safety and Health officers.
- Assists in the preparation of the annual budget, issues purchase orders and maintenance work orders and checks repair work to ensure it has been done satisfactorily.
- Operates and maintains divisional direct digital control system to ensure heating and cooling systems operate safely and efficiently.
- Performs some hands on maintenance and/or works with trades personnel as required.

e. Budget/Accounting

- Review annual budget for the Maintenance and Custodial departments with the Director of Operations and Secretary-Treasurer.
- Approve expenditures within the approved budget, maintaining maintenance equipment and custodial supplies.
- Monitor/evaluate inventories of custodial products and major equipment.

f. Other

- Open and close buildings as required.
- Schedules the transportation and delivery of divisional equipment in support of school programs.
- Ensure the safe operation of the maintenance vehicle fleet.

- Other duties as may be assigned.

3. Education

- Power Engineering Certificate or Journeyman status in a related trade or an acceptable combination of experience and education.
- Grade XII.
- Excellent communication skills.
- Excellent organizational skills.

4. Experience

- Five years experience in building or facility management.
- Experience with AutoCAD.
- Experience with DDC control systems.
- Ability to read blueprints.
- Experience in dealing with contractors, inspectors, and the general public.
- Experience in personnel supervision.
- Experience in using a personal computer and related software.

5. Working Conditions

- Responds to emergencies on a 24 hour a day, 7 days a week on a rotating system.
- Indoor and outdoor work.